

Section II

Initiating, Keeping, and Disposing of Outpatient Treatment Records

6-3. Initiating and keeping outpatient treatment records

An OTR will be prepared by the first MTF or DTF to which a person reports for outpatient treatment. After being initiated, the OTR will be kept at the MTF or DTF (including a separate record at Family Health Center clinics) that provides the person's primary care. For each person, only one medical OTR and one dental OTR will be kept at the MTF or DTF. Partial or multiple records are prohibited except in obstetrical cases (para 6-7g) or mental health records (para 6-7h). When receipt of an OTR is delayed, a temporary one will be prepared according to paragraph 5-27a.

6-4. Transferring outpatient treatment records

To ensure that a patient's outpatient records are complete, the MTF providing the care will include in the OTR all outpatient records prepared at other facilities. To this end, OTRs should be transferred to the next MTF when patients PCS. OTRs of patients who may be lost to the AMEDD system (that is, sponsor is being released from military service in conjunction with the move or is being assigned to a remote location not serviced by an Army MTF) will be retained by the losing MTF in accordance with AR 25-400-2. Upon request, the patient may be given a copy of pertinent parts of his or her OTR. As an alternative, the OTR may be transferred to the nearest MTF where care will be sought.

a. Mailing OTRs.

.(1) When a patient moves, his or her OTR may be hand-carried or mailed to the next MTF. However, special category records will be mailed. (See glossary.)

.(2) When an OTR is mailed to the next MTF, the procedures described in (a) through (d), below, will be followed.

.(a) Before leaving the old station, the sponsor will report to the MTF that provides care to his or her family members as a part of outprocessing. He or she will give the MTF the information needed to identify the records to be mailed.

.(b) The MTF or DTF will complete DD Form 2138 (Request for Transfer of Outpatient Records) and instruct the sponsor to present the card at the next MTF or DTF. (Also see paras 6-5 and 8-7 for information on DD Form 2138.)

.(c) When the losing MTF or DTF receives DD Form 2138, it will mail the OTR to the requesting MTF or DTF. The losing MTF or DTF will file DD Form 2138 alphabetically and keep the form until the retirement of that year's records, at which time it will be destroyed.

.(d) Medical OTRs will be mailed to the commander of the next MTF and directed to the Patient Administration Division. Dental OTRs will be mailed to the commander of the next DENTAC. They will not be sent to installation, organization, or area commanders or to personnel officers.

.(3) A person whose OTR must be mailed ((1), above) may be given a copy of certain parts of his or her OTR or an extract from his or her OTR if the person needs care en route to or upon arrival at another MTF or DTF. The extract or copies will be given to the

person or any other authorized person as described in *b*, below. Documentation of the treatment en route should be included in the original OTR; the patient should be told to give this documentation to the next MTF or DTF.

b. Hand-carrying OTRs. If the patient (other than those described in *a*(1) above,) requests, he or she may hand-carry his or her OTR to the next MTF or DTF. In the case of minor children, the parent or legal guardian may deliver their OTRs to the next MTF or DTF. The procedures in (1) and (2) below will be followed when OTRs are hand-carried.

(1) The patient will sign for the OTR on DA Form 3705 (Receipt for Outpatient Treatment/Dental Records). The parent or legal guardian will sign for the OTR of minor children. (When preparing DA Form 3705, complete the "address" blocks.) Once signed, DA Form 3705 will be filed in the same manner as is DD Form 2138 (*a*(2)(*c*), above).

(2) An adult's OTR will not be released to anyone other than the patient unless a signed authorization and the identification card of the patient whose record is requested to be hand-carried are presented to the MTF or DTF. Any statement approving release to another person will be acceptable if signed and dated by the patient. This statement will be attached to DA Form 3705.

c. Troop-unit changes of station. When troop units change station, the losing and gaining MTFs or DTFs will coordinate to transfer the OTRs of family members accompanying their sponsors to the new station. For OTRs that are mailed, the losing MTF or DTF will securely package and seal all OTRs destined for the same MTF or DTF and send them by registered mail.

d. Transferring x rays.

(1) An attending physician may feel that certain x rays should go with a patient on PCS. If so, this transfer will be noted on SF 600. The x rays will also be identified on SF 600. The x rays will then be sent in a sealed envelope or mailer to the gaining MTF or DTF.

(2) All x-ray films taken for medical surveillance purposes on military members exposed to toxic substances or harmful physical agents in their work environment will be transferred in their original state along with their health record to the new duty station MTF. Transfer of x rays will be handled according to instructions on transferring x rays in (1) above.

e. Family Health Center OTRs. Medical care provided in Family Health Center clinics to other than HREC beneficiaries will be documented in an OTR maintained by the Family Health Center clinic. This OTR is the property of the U.S. Government and includes the same standard forms used in DOD MTFs. Release of information from Family Health Center records is the responsibility of the Patient Administration Division at the sponsoring MTF. Upon sponsor's PCS and presentation of orders, records of family members less than 18 years of age will be given to sponsor. (See para 2–6 for protection of medical records of teenage family members.) A patient over age 18 may pickup his or her medical record upon presentation of the sponsor's orders authorizing the concurrent travel of the family member and a valid identification card. The sponsor may be given records of family members over age 18 only by presenting a permission note from the family member and, if possible, the patient's identification card. Upon inprocessing at the next MTF, the Family Health Center medical record will be integrated into the OTR.

6-5. Requests other than DD Form 2138

Although DD Form 2138 is the only form authorized for use as a request for transferring OTRs in ordinary circumstances, this restriction does not preclude prompt response to other types of requests. Chargeout information for such requests will be filed and kept at the losing MTF or DTF as described in paragraph 6-4a(2)(c).

6-6. Disposition

.a. OTRs will be retired to the NPRC in accordance with AR 25-400-2. (See para 3-7 of this regulation for information on destroying unidentifiable OTRs.) If loose documents containing medical treatment information are found after the applicable record has been transferred to the NPRC, staple them together and place them in a manila folder with the name and SSN of the soldier or the sponsor and/or family member written on the top of the folder. NPRC will accept these documents for interfile if prepared in this way and retired as an accession. Do not send documents that have no identifying information.

.b. If any member of a family receives health care in the MTF or DTF during the year, the OTR of eligible members who did not receive care may be retained if the family is still in the area and expects to receive care at the facility. In this case, retape the retirement date in accordance with paragraph 4-4a(5), but if the patient is not seen, retire the records by referencing the normal retirement date.

.c. X-ray films that are 8 1/2- by 11-inches or smaller that were taken for medical surveillance purposes on military members exposed to toxic substances or harmful physical agents in their work environment will be retired to the NPRC with the individual's HREC. Oversized chest/torso x-ray films taken for exposure to work place hazards will not be sent to the NPRC when service is terminated. Instead, they will be retained in their original state by the MTF at the last duty station. Annotation will be placed on the SF 600 and will include the x ray findings, where the film is located, and how it can be obtained. These x rays must be retained for the duration of military service plus 30 years, or for 40 years, whichever is greater.